



Small City Program (SCP) Project Development Checklist

Director Approval of a phase is allowed if the project scope has not changed significantly AND SCP funds have not increased more than 10 percent since the previous approval.

Design Phase

- _____ Sign the TIB Design Phase Agreement forms and return one of the originals to the TIB office.
- _____ A construction sign showing all funding partners is required for all TIB-funded projects. Include the sign as part of the project work.

Consultant Selection

- _____ Advertise for consulting services in accordance with Revised Code of Washington (RCW) Chapter 39.80. TIB staff will assist you with the consultant selection process.
- _____ Negotiate a contract with the selected consulting firm. Complete a Consultant Agreement (TIB Form 190-016 or DOT Form 140-089) for design phase.
- _____ Submit the Consultant Agreement to the TIB office for review **prior** to execution by the city and consultant.
- _____ Submit a copy of the executed Consultant Agreement for Design to the TIB office.

Construction Phase

Contracts cannot be advertised until TIB has approved the construction phase.

- _____ When design plans are complete and the project is ready to be advertised, submit one completed construction prospectus for TIB approval.
- _____ For Board approval, submit the prospectus and attachments by the twentieth day of the month preceding the month in which project authorization is requested.
- _____ For projects eligible for Director Approval, submit the prospectus and attachments when you are ready to proceed with construction.
- _____ After TIB approval, a construction phase approval letter is sent to the agency.
- _____ Negotiate a contract with the selected consulting firm. Complete a TIB Consultant Agreement (TIB Form 190-016 or DOT Form 140-089) or Supplement for construction phase. Submit to the TIB office prior to execution by the city and consultant for review.

Bid Opening

- _____ After bids are opened but **prior** to award of the contract, submit a TIB Updated Cost Estimate (TIB Form 190-015) reflecting the low bid. Include a copy of the bid tabs. TIB must give approval to award before the agency can award the contract.

Contract Completion

- _____ After the final costs are determined, submit an Updated Cost Estimate (TIB Form 190-015) reflecting the final project costs. Attach a summary of final quantities.

Final Payment Request

- _____ Submit a Payment Request indicating FINAL payment. An agency official with fiscal responsibility and your consulting engineer must sign this request. Include a copy of the final Contract Bill and a Summary of Design & Construction Engineering Costs.

Project Audit

- _____ TIB staff audit the project after the final payment. The agency may be contacted during the audit phase.

TIB Request for Payment Submittal

- Submit only one Request for Payment per billing. No copies or backup information is required.
- All payment requests except the Final may be submitted by e-mail.
- Original signatures from the city and your consulting engineer are required on the FINAL payment request only.